



## AIM Data Checklist

### END OF YEAR COLLECTION

- \_\_\_\_ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*
- \_\_\_\_ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- \_\_\_\_ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- \_\_\_\_ Verify that all completed Special Education ERs and IEPs are locked.
- \_\_\_\_ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
- \_\_\_\_ Notify State if any grade levels at a school are changing for next year.
- \_\_\_\_ Follow the OPI [End of Year Collection Guide](#) to:
  - \_\_\_\_ Create calendars for next year.
  - \_\_\_\_ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)
  - \_\_\_\_ End all current year enrollments.
  - \_\_\_\_ Verify Graduation data (Diploma type, Diploma date and Diploma period).
- \_\_\_\_ Verify Data using State Published Ad Hoc Reports:  
*"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."*
- \_\_\_\_ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).

All AIM guides and documents referred to in this checklist are available at

<http://opi.mt.gov/Reports-Data/AIM/>

#### More Helpful AIM Links:

- \_\_\_\_ Review the [AIM Collection Schedule](#).
- \_\_\_\_ Review the [AIM New User Guide](#).
- \_\_\_\_ Submit an [AIM District Contact Update Form](#).
- \_\_\_\_ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk at**  
**[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-888-424-6681.**